



**Technical Assistance Document #004 -07**  
**Provision of Services Technical Assistance**  
**(Make-Up Services)**  
**April 2007**

Birth to 3 Connections is a year round program for eligible infants and toddlers experiencing developmental delays or disabilities. This includes children that meet the Part B definition 'in need of prolonged assistance'.

Development of the IFSP must be in accordance with ARSD 24:14:13:04 which states that the IFSP must include the number of days or sessions that a service is provided, the length of time the service is provided during each session, the projected dates for the initiation of the service, and the anticipated duration of services.

A service provider's responsibility is to ensure that the service(s) is made available to the child in accordance with the IFSP.

In situations where a **child** misses a session because of the family's or physician's decision, the provider's responsibility is to make the IFSP service available to the child at the normally scheduled time. The provider is not obligated to make other arrangements to provide services. However, the family may ask if a service can be rescheduled and a service provider may choose to accommodate that request. If the child misses for a prolonged period of time it may be appropriate for the IFSP team to conduct a meeting to review the child's current IFSP to determine if it is necessary to modify the child's current service plan. The service provider should contact their local service coordinator as soon as possible if a child and family are consistently missing services.

In situations where the **service provider(s)** is not available at the regularly scheduled time, the service provider(s) would be required to make arrangements with another provider to deliver the services at that time or reschedule the required IFSP services. A few examples are holidays such as Christmas, school breaks, vacations, illness, extended family leave and inclement weather.

**Keeping service provider logs current on each child served is vital in order to assure services are provided according to the IFSP.** The service provider should keep their local service coordinator informed if he/she will be unavailable for a duration of time, assuring that services will continue by another provider or be made up.

Service providers are encouraged to contact their local service coordinator should they need further clarification and assistance on this subject.